

MICRO BUSINESS INCENTIVE APPLICATION 2021 (1-9 employees)

Applicant Name		Home Address	
Name of Business		e-Mail	Complete Attached W9
Street Address of Business		Tel. No.	Fax No.
City	County	State	Zip
Type of Business	NAICS#	Date Business Established	
Legal Structure (circle one)		• Corporation • Partnership • Sole Proprietorship	
		Number of Employees Full Time _____ Part Time _____ Will this incentive increase your number of employees? _____ If yes, by how many? _____ Start Up Business _____ Existing Business _____	

INCENTIVE PROGRAM	INCENTIVE DESCRIPTION	REQUIREMENTS	TOTAL AMOUNT SUBMITTED
Equipment Purchase Reimbursement (Does not include: vehicles, laptops, computers, phones, furniture or office supplies.) (Other items to be determined on a case by case basis.)	Up to \$7,500 in matching funds toward the purchase of new or used equipment critical in the day to day operations of the business. Example: Purchase \$15,000 in equipment, reimbursement would be \$7,500.	A list of potential items must be submitted prior to purchasing. Invoices need to be paid in full prior to submitting. Attach a copy of equipment paid invoices to the Reimbursable Receipt Form.	
Small Business Construction and Renovation (Does not include heating & cooling systems, gravel for parking lots, driveways, roofs.) (Other items to be determined on a case by case basis.)	Up to \$7,500 in matching funds toward the enhancement of an existing property or toward the construction of a new property. Example: Spend \$15,000 in renovation, reimbursement would be \$7,500.	Invoices need to be paid in full prior to submitting. Attach a copy of paid invoices to the Reimbursable Receipt Form.	
Marketing Reimbursement	Up to \$1,500 per business Prior vendor approval is required.	Must be used for advertising/marketing. All expenses must be paid in advance. No match necessary.	
Architect & Design Reimbursement	Up to \$1,000 per business Business must submit paid receipt in order to receive a reimbursement. Business must provide a copy of the plan for the project when submitting.	One time incentive available for the small business working with the City of Topeka's Development Services in the design phase of their construction or renovation project.	

****Matching Funds means the company will be reimbursed for half of the expense up to \$7,500 for construction/renovation and equipment purchases.**

Eligible business can receive one incentive per category. The applicant must be the primary owner of the business and the business must be located in Shawnee county. The business is eligible to reapply after three years. A site visit will be conducted by a representative of GO Topeka prior to company receiving check. These funds are available to independent small businesses (non-franchisees) with 1 - 9 FTE employees, must be a for profit company. Application must be approved by GO Topeka prior to making purchases or signing contracts. All information will be validated. Must turn in eligibility form and get approval prior to making any purchases.

If the funds for this program are depleted, businesses will be notified prior to completing the required documentation. Funding is not transferable.

See attached website for further info GOTopeka.com/Incentives/The-TopekaShawnee-County-Small-Business-Incentive/.

Management Requesting Incentive					
Name and Position Title	Complete Address	% Owned	US Citizen	Race**	Gender**

** This data is collected for statistical purpose only. It has no bearing on the approval or decline of this application.

Please Supply the Following
<p><u>MACHINERY & EQUIPMENT</u></p> <p>Are you buying machinery or equipment with this incentive? If you so, you must include a list of equipment and cost as quoted by the seller, name and address.</p>
<p><u>CONSTRUCTION & RENOVATION OF PROPERTY</u></p> <p>Submit an estimated cost of the project.</p> <p>Provide copies of preliminary construction plans and specifications prepared by a qualified, independent third party (general contractor or architect).</p>
Please Complete the Following
<p>Are you or your business involved in any pending lawsuits? _____</p> <p>If yes, explain. _____</p>
<p>Have you been involved in bankruptcy or insolvency proceedings? Yes _____ No _____</p> <p>If so, please provide the details. _____</p>

Please submit this application with the additional information requested.

I/We authorize GO Topeka/Small Business Incentive Committee to investigate my/our personal and business history as necessary to process an incentive application. The undersigned authorizes any person or consumer reporting agency to give GO Topeka any information it may have on the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. THE UNDERSIGNED, IN applying for the incentive program through GO Topeka/Small Business Incentive Committee, recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, state and local laws and regulations to the extent that such are applicable.

Name of Business

Signature/Title

Date

Approved By



Mail completed application and supporting documents to:

GO Topeka
719 S Kansas Ave., Suite 100
Topeka, Kansas 66603
785.246.6127

Topeka/Shawnee County Small Business Incentive Program

Eligibility Form

Date Submitted: _____ Bus. Start Date: _____

Num of Emp.: _____

E-mail Address _____

Business Owner(s): _____

Business Name: _____

Business Address: _____ Zip: _____

Business Phone: _____

Home Address: _____

Description of your business (products or services provided):

Program Eligibility Questions (please circle yes or no):

- | | | |
|--|-----|----|
| 1. Are you a new business or existing business? (Circle new or existing) | | |
| 2. Is your business primarily located in Shawnee County? | Yes | No |
| 3. Does your business primarily serve Shawnee County residents? | Yes | No |
| 4. Is your business located in a commercial storefront? | Yes | No |
| 5. Is your business now open to the public? | Yes | No |
| 6. Are you a franchise? | Yes | No |
| 7. Are you a for profit business? | Yes | No |
| 8. Do you own any other businesses? | Yes | No |
| 9. Are you involved in any partnerships? | Yes | No |
| 10. Have you previously received any funds from the incentive program? | Yes | No |

Applicant Certification: I acknowledge and agree to the above eligibility requirements and certify that all information provided herein is true and complete to the best of my knowledge and belief. Verification will be provided if requested.

Business Owner/Operator (Print or Type) _____

_____ Date

Business Owner Signature _____

_____ Date

For Office Use Only

Received on _____, 2021

- ☐ Eligible for the program
☐ Not Eligible for the program



2/10/2021

Topeka/Shawnee County
Small Business Incentive Checklist
(Must be approved prior to making purchases)

Upon notification of eligibility, please complete the application and provide the following:

- ☐ Copy of current City or State Business Licenses (if applicable).
- ☐ Copy of your most recent tax return(s) (business/personal).
- ☐ Copy of the last 12 months profit & loss statements, or 12 months projections if start up broken down by month.
- ☐ Estimate for equipment being purchased prior to purchase.
- ☐ Copies of paid invoices attached to reimbursable receipt form.
- ☐ Completed Reimbursable Receipt form, one for Equipment and one for Construction.
- ☐ Copy of your State Issued Identification (Driver's License or State I.D. Card)
- ☐ Proof of ownership or copy of lease agreement for the property being considered for the Matching Small Business Construction and Renovation Incentive.
- ☐ Copy of construction project design if being considered for the Matching Small Business Construction and Renovation Incentive if applicable.
- ☐ Completed application.

Completed Eligibility Form on _____, 2021
Received completed package on _____, 2021

Please note the following:

- A site visit will be conducted by a representative of GO Topeka prior to company receiving check.
- All applicants must own and operate their business in Shawnee County.
- A follow up report will be required by incentive recipients.
- Each incentive is limited to one time per company or family.
- Participants cannot participate in other general GO Topeka incentive programs while receiving incentive assistance.

For more information, contact Mary Ann Anderson @ 785-231-6000 or email maryann.anderson@topekapartnership.com.



2/10/2021

Topeka/Shawnee County Small Business Incentive Program Equipment Reimbursable Receipt Form

Please list all reimbursable receipts below and attach copies of each of your listed receipts to this form.

Reimbursable Receipts (Item)	Total
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____
Attach copies of paid receipts.	\$ _____
	Total

Name of Business

Date

Signature



2/10/2021

Topeka/Shawnee County Small Business Incentive Program Construction/Renovation Reimbursable Receipt Form

Please list all reimbursable receipts below and attach copies of each of your listed receipts to this form.

Reimbursable Receipts (Item)	Total
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____
Attach copies of paid receipts.	\$ _____
	Total

Name of Business

Date

Signature



2/10/2021

**2021 Small Business
Incentive Acceptable/Not
Acceptable**

Items Acceptable

Currently acceptable under Construction/Renovation

- Sheet rock
- Doors and windows
- Painting
- Flooring
- Fencing
- Plumbing
- Electrical
- Ceilings
- Demolition

Currently NOT covered under Construction/Renovation incentive

- Parking lots
- Driveways
- Roofs
- Heating and Cooling Systems
- Other items to be determined/approved on a case by case SBI Committee

Currently NOT covered under Equipment Incentive

- Electronics
- Laptops
- Phones
- Square – Point of Sales
- Office furniture
- Inventory
- Supplies
- Vehicles
- Stoves (Unless equipment is a primary tool used in a business such as catering/restaurant)
- Refrigerators (unless equipment is a primary tool used in a business such as catering/restaurant)
- Other items to be determined/approved on a case by case basis by the SBI Committee

Small Business Incentives Frequently Asked Questions

1. **What is the Small Business Incentive Program?** A matching incentive program that offers Shawnee County business owners financial assistance in the areas of marketing, construction and renovation, equipment purchases and architect and design.
2. **Who qualifies?** To participate in this program, **your business must** be located in Shawnee County.
3. **What type of businesses are eligible?** **All for profit small businesses located in Shawnee County with the exception of** gentlemen's clubs, liquor stores, CBD based businesses and other types to be determined/approved on a case by case basis by the SBI Committee.
4. **Can a startup apply for the incentive?** Yes. A start up can apply to participate in the small business incentive program.
5. **How often can I apply?** A small business can apply once every three years from the date that business received last the incentive.
6. **How much can I get?** Amount of funds will vary depending on the receipts and the ceiling cap per incentive.
7. What documents do I need to complete the packet? **Please click here for the micro or second stage application.**
8. What is the approval process? **Step I – Complete the eligibility form and turn in to staff for approval;** Step II - Gather required paperwork; Step III – Approval or denial by the review committee; Step IV – Upon approval, a site visit will be scheduled and conducted, along with check delivery within 3-4 weeks.
9. Who makes the final decision? The Small Business Incentive Committee will make the final decision on issuing incentives. In the event there is a questionable request, it will be submitted to the Committee for review.
10. How does reimbursement work? Upon approval, the business owner will have to make approved purchases up front, submit receipt and itemized reimbursement forms to GTP Staff.
11. How long does it take to get the reimbursement? The reimbursement will take 3-4 weeks.
12. Define **reimbursable?** Repayment for money already spent by the business.
13. How can I get more information and where can I get an application? **Please click here.**
14. Can I schedule an appointment? Please contact Mary Ann Anderson at 785-231-6000 or MaryAnn.Anderson@topekpartnership.com.



2021 Small Business Incentive

A matching incentive program that offers Shawnee County business owners financial assistance in the areas of marketing, construction and renovation, equipment purchases and architect and design.

Construction and Renovation – Construction is the process of constructing new sight or facility from the ground involving a contractor, architect, builder, or construction team. Renovation is defined as the process of repairing, improving or replacing an outdated or damaged structure. This matching reimbursable incentive can be used as a match to assist with construction and renovation projects **up to \$7,500**.

The Architect and Design Incentive - A one-time incentive is available for small businesses working with the City of Topeka's Development Services in the design phase of their construction or renovation project. The funds will go toward the cost of the professional services. The business will receive a reimbursable incentive **up to \$1000**. Business must submit paid receipt in order to receive a reimbursement. No match necessary.

Equipment Purchases Incentive - Defined as the purchase of tangible property that is used in the day-to-day operation of the business. A list of potential items must be submitted prior to purchasing. This is a reimbursable incentive. Client must receive approval prior to purchase. This matching reimbursable incentive can be used on projects **up to \$7,500**.

Marketing - The Marketing provides support for marketing and promoting the business. This incentive can be used for marketing and promoting your business. Prior vendor approval is required. This incentive is a one-time reimbursable incentive **up to \$1,500**. All expenses must be paid in advance. Business must submit paid receipt in order to receive a reimbursement. No match necessary.

***Things to remember:**

- The applicant must be the primary owner of the business.
- The business owner can apply for each of the incentives at once or on an individual basis.
- The business is eligible to reapply after three years.
- For architect and design incentives, the business must provide a copy of the plan for the project when submitting for reimbursement.
- Matching reimbursement means the company will be reimbursed for half of the expense up to \$7,500 for construction/renovation and equipment purchases. All others are that the business will need to pay for the product or service
- Please review the list of items not eligible for reimbursement. Other items may also be ineligible once reviewed by the Small Business Incentive Committee.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.